



# Foreign Affairs Manual

## VOLUME 9 – Visas

**Change Transmittal:** VISA-1965

**Date:** February 20, 2013

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## 9 FAM 42.81 PROCEDURAL NOTES

### Changes

1. This Change Transmittal updates 9 FAM 42.81 Procedural Notes by deleting section N1.2

| Old Location           | Old Title                                | New Location           | New Title                                |
|------------------------|--|------------------------|--|
| 9 FAM 42.81<br>PN1.2   | Prepare Refusal<br>Worksheet             | Deleted                |  |
| 9 FAM 42.81<br>PN1.3   | Submit Case for<br>Supervisory<br>Review | 9 FAM 42.81<br>PN1.2   | Submit Case for<br>Supervisory<br>Review |
| 9 FAM 42.81<br>PN1.4   | Entering Refusal<br>Information          | 9 FAM 42.81<br>PN1.3   | Entering Refusal<br>Information          |
| 9 FAM 42.81<br>PN1.4-1 | Entry Into the<br>Automated IV<br>System | 9 FAM 42.81<br>PN1.3-1 | Entry Into the<br>Automated IV<br>System |
| 9 FAM 42.81<br>PN1.4-2 | Entry Into CLASS                         | 9 FAM 42.81<br>PN1.3-2 | Entry Into CLASS                         |

2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them. However, if 50% or more of the subchapter is being revised, the *italic* and *dark magenta* can make it harder to identify changes. In those cases, normal black font is used throughout.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is CA/VO/L/R. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions (Paper Copies)**

1. Remove and discard the old 9 FAM 42.81 Procedural Notes (CT:VISA-1961; 02-13-2013) and insert the new 9 FAM 42.81 Procedural Notes (CT:VISA-1965; 02-20-2013).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1965 and initial.

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